

## Guidelines

### What is the SPU Food Recovery Grants Program?

According to Seattle Public Utilities, 32% of our city's commercial solid waste is food. In 2008 businesses and institutions in the city discarded a total of 55,914 tons of food. Studies have shown that much of this surplus food was edible at the time of disposal.

Seattle Public Utilities (SPU) initiated the Food Recovery Program to encourage increased diversion of edible food from the commercial waste stream by linking restaurants, hotels and other food service providers with hunger agencies. By increasing edible food recovery, the program's goal is to contribute to achieving the City of Seattle's waste reduction goals while helping reduce hunger in our community.

The SPU Food Recovery Program is supporting the development of a city-wide network of hunger agencies to recover surplus edible food otherwise destined for the landfill. In 2010, SPU is providing grants of up to \$20,000 to assist Seattle food banks and meal programs with infrastructure investments to increase their capacity to safely transport, store and utilize donated food from the grocery and hospitality industries. A total fund of \$65,000 is available for 2010 projects.

Projects must provide the following direct public benefits:

- Contribute to the safe, long-term recovery of perishable food from Seattle's commercial solid waste stream.
- Reduce the amount of food waste generated by grocery stores, distributors, restaurants, hotels, caterers, and other food-related businesses.
- Provide nourishing food to help feed hungry people in the city.

Grant funds will be distributed on a reimbursement basis. Hunger agencies unable to meet the reimbursement requirement may contact Carl Woestwin, the program manager, to inquire about funding arrangements. All funds must be expended and invoiced by December 31, 2010.

## Timeline

Application Deadline:	<b>June 30, 2010</b>
Notice of Decisions:	By July 28, 2010
Start Date:	September 2010 (or once contract is completed and signed)
Spending Completed:	December 31, 2010
Reporting:	Quarterly reports due through December 31, <b>2012</b>

## Who Should Apply?

Applicants must operate an IRS 501(c)3 non-profit food bank and/or meal program located within Seattle city limits, and have an established food recovery program. Eligible programs must provide free or low-cost food for seniors and low-income individuals and families in Seattle. The governing board must meet regularly and oversee operations as required by state and federal non-profit regulations. The agency's food safety program must comply with:

### **Washington Administrative Code for Donated Food Distributing Organizations**

<http://apps.leg.wa.gov/WAC/default.aspx?cite=246-215-151>

### **Washington State Dept of Health's Charity Food Donation Guidelines**

[www.doh.wa.gov/ehp/food/guide-charitydonations.pdf](http://www.doh.wa.gov/ehp/food/guide-charitydonations.pdf)

Agencies selected for funding will be required to maintain commercial general liability and automobile insurance at no expense to the City, and provide a certificate of insurance with an additional insured endorsement listing the City of Seattle.

## What We Fund

- Refrigerators & Freezers (both new and upgraded, including truck refrigeration)
- Transport Pans
- Insulating Transport Pouches and/or Blankets
- Food Storage, Processing & Cooking Equipment
- Scales
- Food-Safe Storage Bags & Bag Sealers
- Infrared Thermometers
- Other Approved Equipment and Supplies

## What We Do Not Fund

- Project Personnel / Staff Time
- General Program Expenses / Overhead
- Printing / Duplicating
- Postage
- Telephone
- Fuel / Mileage
- Travel
- Expenses incurred before the contract is signed
- Other restrictions may be added at the time of the award or contracting based on individual projects

## Applications & Selection

Download the application from [www.seattle.gov/util/grants](http://www.seattle.gov/util/grants), or request an application from Veronica Fincher at [veronica.finch@seattle.gov](mailto:veronica.finch@seattle.gov) or (206) 233-2534.

Submit applications by **Wednesday, June 30, 2010**. See the application form for more details.

The applications will be reviewed by City of Seattle staff and individuals experienced with food banks, meal programs and community organizations. Applications that do not meet eligibility requirements and incomplete applications will not be considered.

Selection will be made using the following criteria. Food bank and meal program locations may also be considered in the review process to ensure funds are distributed equitably across Seattle.

- **Cost Effectiveness - 25 points:** Does the estimated waste diversion appear realistic? Is the funding request reasonable for the projected amount of diversion?
- **Food Recovery Documentation - 20 points:** Does the agency have an effective plan in place to accurately track and report food recovery data?
- **Organizational Capacity - 15 points:** Is the agency well established and stable enough to support continued use of the equipment for another 10 years?
- **Project Feasibility - 15 points:** Does the agency have a concrete and feasible plan to expand its current programs to make use of the new equipment, including accurate cost estimates?

## Contracting & Payment

Award recipients must sign a contract with Seattle Public Utilities in order to receive funds. The contract will include additional terms and conditions of the funding, including proof of liability insurance. **Recipients will not receive reimbursement for any expenses incurred before the contract is signed.**

Recipients will submit invoices for reimbursement of project expenses. It usually takes **three to four weeks** to receive the reimbursement check. Hunger agencies unable to meet the reimbursement requirement may contact Carl Woestwin, the program manager, to inquire about funding arrangements.

All funds must be expended and invoiced by **December 31, 2010**. Reimbursements will be based on actual time and materials, up to and not to exceed the amount of the negotiated contract.

## Reports

Award recipients will be required to submit a report with each invoice in order to receive payment.

Recipients must also submit quarterly reports through **December 31, 2012**, documenting the impacts the project has had on the recovery of food that would have otherwise been disposed.

## Contact Information

For more information about the Food Recovery Infrastructure Grants Program, please contact Carl Woestwin at [carl.woestwin@seattle.gov](mailto:carl.woestwin@seattle.gov) or (206) 684-4684.